requirements or to establish an administrative mechanism.

As-built drawings

Special warranties

Posted operating instructions

Training plan

1.2.4 Approving Authority

Person authorized to approve submittal.

1.2.5 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce construction and materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTALS

****
NOTE: The "G," in SGML submittal tags following the submittal item indicates Government approval and should be retained. Add "G" in submittal tags following any added submittals that are determined to require Government approvals. Submittal items not designated with a "G" will be approved by the QC organization.
****

Submit the following in accordance with the requirements of this section.

SD-11 Closeout Submittals

Submittal register; G

1.4 USE OF SUBMITTAL REGISTER [DATABASE]

****
NOTE: Include the bracketed text, invoking the use of the electronic database for submittals, in most projects. The alternative is a manually processed submittal register initially created from the Submittal Register Program, which may be appropriate for small projects.
****

Prepare and maintain submittal register, as the work progresses.[Use electronic submittal register program furnished by the Government or any other format.] Do not change data which is output in columns (c), (d), (e), and (f) as delivered by government; retain data which is output in columns (a), (g), (h), and (i) as approved.

1.4.1 Submittal Register

****
NOTE: Include the bracketed text, invoking the use

of the electronic database for submittals, in most projects. The alternative is a manually processed submittal register initially created from the Submittal Register Program, which may be appropriate for small projects.

****

Submit submittal register[as an electronic database, using submittals management program furnished to contractor]. Submit with quality control plan and project schedule required by Section 01450, "Quality Control" and [Section 01321, "Network Analysis Schedules."] [Section 01320, "Construction Progress Documentation."] Do not change data in columns (c), (d), (e), and (f) as delivered by the government. Verify that all submittals required for project are listed and add missing submittals. Complete the following on the register[database]:

Column (a) Activity Number: Activity number from the project schedule.

Column (g) Contractor Submit Date: Scheduled date for approving authority to receive submittals.

Column (h) Contractor Approval Date: Date contractor needs approval of submittal.

Column (i) Contractor Material: Date that contractor needs material delivered to contractor control.

1.4.2 Contractor Use of Submittal Register

Update the following fields[in the government-furnished submittal register program or equivalent fields in program utilized by contractor].

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (j) Action Code (k): Date of action used to record contractor's review when forwarding submittals to QC.

Column (l) List date of submittal transmission.

Column (q) List date approval received.

1.4.3 Approving Authority Use of Submittal Register

Update the following fields[in the government-furnished submittal register program or equivalent fields in program utilized by contractor].

Column (b).

Column (l) List date of submittal receipt.

Column (m) through (p).

Column (q) List date returned to contractor.

1.4.4 Contractor Action Code and Action Code

Entries used will be as follows (others may be prescribed by Transmittal Form):

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

1.4.5 Copies Delivered to the Government

****
NOTE: Include the bracketed text, invoking the use of the electronic database for submittals, in most projects. The alternative is a manually processed submittal register initially created from the Submittal Register Program, which may be appropriate for small projects.
****

Deliver one copy of submitted register updated by contractor to government with each invoice request. [Deliver in electronic format, unless a paper copy is requested by contracting officer.]

1.5 PROCEDURES FOR SUBMITTALS

1.5.1 Reviewing, Certifying, Approving Authority

QC organization shall be responsible for reviewing and certifying that submittals are in compliance with contract requirements. Approving authority on submittals is QC manager unless otherwise specified for specific submittal. At each "Submittal" paragraph in individual specification sections, a notation "G," following a submittal item, indicates contracting officer is approving authority for that submittal item.

1.5.2 Constraints

a. Submittals listed or specified in this contract shall conform to provisions of this section, unless explicitly stated otherwise.

b. Submittals shall be complete for each definable feature of work; components of definable feature interrelated as a system shall be submitted at same time.

c. When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.

d. Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

1.5.3 Scheduling

a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.

b. Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least [15]

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
REPAIR AIR CONDITIONING, BLDG 007, PACDIV, PEARL HARBOR

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)		(q)	(r)
		01330	SD-11 Closeout Submittals															
			Submittal register	1.4.1	G													
		06200	SD-02 Shop Drawings															
			Prefabricated millwork	1.3	G													
			SD-07 Certificates															
			Certificates of grade	1.4														
			Certificates of compliance	1.4														
		15730	SD-02 Shop Drawings															
			Field-assembled refrigerant piping	2.9.2														
			Control system wiring diagrams	1.5.2														
			SD-03 Product Data															
			Room air conditioners	2.2														
			Packaged terminal units	2.3														
			Heat pumps	2.4														
			Air conditioners	2.5														
			Filters	2.6														
			Thermostats	2.5.13														
			Refrigerant piping and accessories	2.9														
			Coatings for finned tube coils	2.7														
			SD-06 Test Reports															
			Salt-spray tests	2.11.1														
			Start-up and initial operational tests	3.8.3														
			SD-07 Certificates															
			Year 2000 (Y2K) Compliance	1.7.1														
			Warranty															
			SD-08 Manufacturer's Instructions															

S A M P L E

CRITICAL ITEMS SUMMARY

ITEM	DESCRIPTION	SPEC	DRAWING
1.	Geotechnical Engineer: Ensure a qualified Geotechnical Engineer observes the pile driving operations and is available to answer questions that arise.	01450 Para 1.3.1	7066058
2.	Piles:		
	a. Ensure a qualified/experienced person maintains the pile driving records which includes the blow counts.	02456 Para 3.2.2	
	b. Check the Contractor's pile driver, equipment, method of positioning piles and proposed pile driving schedule.	02456 Para 3.1.3 " 3.2.2	7066058
	c. Do not overdrive piles since they are friction piles. If the Contractor should accidentally overdrive a pile, be sure to get the pile driving history of that pile and have the Contractor design the required buildup section in accordance with the specs and forward to the designers by courier as soon as possible, advising the designers by telephone or cable that the information is on its way.	02456 Para 3.1.8	7066061
3.	Underwharf Vaults: The underwharf vaults are precast. Be sure that the Contractor provides shop drawings for the precast vault. The shop drawings should show the lifting points and the lifting system. Have the designers check the Contractor's approved shop drawings. Be sure the vaults are waterproofed inside and out and that they are in the proper place before the pile caps and deck are cast-in-place.	03300 Para 3.3.3 07170 Para 3.1	7066061 7066059

APPENDIX J

ITEM	DESCRIPTION	SPEC	DRAWING
4.	Electrical:		
	a. Where new lines cross or follow an existing line be sure that outages on the existing lines are coordinated so that the Contractor does not have to work the lines hot. Determine if outages will be required during other than working hours due to station loads and that proper safety precautions, such as the use of blankets, are taken.		7066036 7066037 7066038
	b. The switchgear, transformer and the 600 MCM cable are long lead time items. Although 600 MCM is a standard size cable, it is not a cable that is normally kept in stock by the cable manufacturers. The switchgear, transformer, and the 600 MCM cable will have to be manufactured after the Contractor places his order. Thus, every effort should be made to get the Contractor to turn in his shop drawings and catalog cuts as soon as possible.	16360 16361	7066065 7066069
	c. Splices and terminations other than those on the 600 volt system are to be made by PWC Subic. The Contractor is to supply splice and terminator kits complete and any other materials that are required. The ROICC must coordinate the work between the Contractor and PWC so that neither is held up. Be sure that all materials are on hand to avoid long outages.		7066045 7066046 7066065
	d. The existing wharf lighting system is served by Substation No. 5. Keep the lighting systems operational at all times.		
5.	Historical and Archaeological Resources: When Government monitoring of sensitive areas is required, the ROICC shall contact PACNAVFACENGCOM Environmental Planning Division (Code 23). Usually required where Native American Indian, Hawaiian, and Chamorro remains are likely to be encountered. Submit a work schedule for approval for these areas. Coordinate with the Contracting Officer 48 hours prior to	01570	

commencing on that portion of work.
Sensitive areas should be indicated on the drawings.

RECOMMENDED FIELD CONSULTATION

1. Trip No. 1 for Geotechnical Engineer - This trip should coincide with the start of pile driving. The trip will include checking the Contractor's equipment, method of positioning piles and witnessing the first few days of pile driving. During the pile driving, the Geotechnical Engineer will keep his own pile driving records for comparison with those kept by the Contractor.

2. Trip No. 2 for Geotechnical Engineer - This trip should take place during the driving of the piles for Substation No. 2. The engineer will take the time to inspect all piles driven since his last visit and to review all the pile driving records. Should a problem have arisen before this time frame which necessitated a field trip by the Geotechnical Engineer, that field trip may possibly take the place of this second trip.

3. Structural Engineer Trip - This trip should be timed for the placing of the concrete for the Substation No. 2 pile caps and deck. Before the concrete placement, the engineer shall provide on-site consultation for the concrete batch plant, the concrete mix, the forms and bracing, the reinforcing steel, and the Contractor's method of placing of the concrete. He should also observe the actual concrete placement.

4. Trip No. 1 for Electrical Engineer - This trip should be made at the completion of the installation of the transformer and the switchgear at Substation No. 2, including all connecting wiring and bus duct within the substation and the connection of the substation to the two 13.8 KV feeders. The engineer will provide on-site consultation for the entire installation and will witness the energizing at the entire substation.

5. Trip No. 2 for Electrical Engineer - This trip should be made at the completion of the secondary distribution system for Substation No. 2 including all controls. The engineer will provide on-site consultation for the entire installation from the switchgear to and including the cubicles. He will witness the energizing of the 480 volt system and the testing of same by the Contractor.